

PRIVACY NOTICE TO SUPPLIERS

We are British Heart Foundation (www.bhf.org.uk) and we are using your personal data in relation to the provision of your services through your employer to us as agreed from time to time.

We will receive and use your personal data so we can communicate with you, manage the services you provide, internal record keeping, liaison with your employers and fellow employees, where relevant to liaise with executors, administrators, beneficiaries, our solicitors, the Courts, the Probate Registry, parties challenging the gift(s) or Will, HMRC, parties providing us other linked or related services and others as necessary.

The personal data will include your name, postal and email address and contact numbers, employer details.

We process your personal data on our FirstClass legacy management system and apply appropriate security to it. The data will be deleted usually 6 years following the year end after closure of the file. Some file data is retained longer for example:

- Files with deeds are retained for 12 years after the date of the deed.
- Files with indemnities are retained for the duration of the indemnity.
- Files with overages are retained for the duration of the overage.
- For files where we have acted as an Executor/ Administrator, the file is retained indefinitely.

You have a right to see the data we have, to correct it, stop its use or have it erased in certain circumstances by contacting us by post to The Data Protection Officer at the Legal and Corporate Governance Department, British Heart Foundation, Greater London House, 180 Hampstead Road, London, NW1 7AW or email dataprotection@bhf.org.uk. You can raise complaints with the Information Commissioner's Office (ICO) – for more details, see <https://ico.org.uk>.

Please see the long form privacy notice for more details. We update these notices from time to time.